



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: ALL PERSONS INTERESTED		
2	Job Classification Accountant		
3	Posting Number PN# 111512		
4	Department Houston Airport System		
5	Division Finance		
6	Section Various		
7	Reporting Location 16930 John F. Kennedy Blvd. *		
8	Workdays & Hours Varied, normally M – F *		
	*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</u> Performs professional Accounting duties of moderate difficulty in the establishment and maintenance of accounts and records; prepares, researches, and analyzes accounting data; prepares intermediate level reports and financial statements; follows city-wide and departmental accounting procedures, directives, and guidelines in researching and analyzing financial data and account status; and prepares a variety of accounting reports. Prepares asset, liability and capital account entries by compiling and analyzing account information. Prepares financial statements and/or special reports by preparing balance sheets and income statements and reports; collects, analyzes, and summarizes account information and trends. Reviews daily cash transactions for accuracy; balances accounts to appropriate funds; reconciles and/or makes corrections. Prepares journal document entries to transfer, adjust and/or correct computerized accounting records. Audits cash receipts and/or refunds issued. Performs related work as required.		
10	<u>WORKING CONDITIONS</u> Performing these duties will involve: the ability to visually observe colors and differentiate details; attend to details amid distractions; analyze abstract information; solve arithmetic and numerical problems; speak and write effectively; apply specialized information; adjust to critical and demanding work; be able to lift up to twenty (20) pounds; adjust to interruptions and changes; drive city vehicles; and deal with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of eighteen (18) hours in Accounting.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One (1) year of experience as an Accountant Associate or a professional accountant is required. Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).		
14	<u>PREFERENCES</u> Preference will be given to applicants with experience in governmental accounting and/or SAP accounting systems. Strong personal computer skills with good working knowledge of Windows based standard office applications, including Excel and Access.		
15	<u>SELECTION/SKILLS TEST REQUIRED</u> Application review and/or interview.		
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 17</div><div>\$1,404.00 - \$1,611.00 Biweekly\$36,504.00 - \$41,886.00 Annually</div></div>		
18	<u>OPENING DATE</u> JUNE 28, 2006		
19	<u>CLOSING DATE</u> OPEN UNTIL FILLED		
20	<u>APPLICATION PROCEDURES</u> Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor or for advanced consideration submitted online at: http://www.fly2houston.com . Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862. An equal opportunity employer		